**Informatics, Ch 4, Data Analytics: Presenting the findings**

**Documenting progress of projects, p 223-232  
Documenting and assessing the project plan**

**Do projects ever go fully to plan? Explain.  
-**It is very unlikely that any project will ever go perfectly to plan. One expected rainy day, a hard disk crash or a sick day for a key worker can slow down a work team enough to affect tasks, other teams and deadlines

**What changes may need to be made to a project plan?**-Tasks that run overtime may have sources added to them or be modified so they finish earlier.

**What is the purpose of annotating a project plan (Gantt chart)?**-A project plan may be annotated to explain reasons for changes to task schedules or resourcing properties. When the project is later assessed, these annotations might serve as valuable lessons when undertaking the next project.

**What is a project log? What is its purpose?  
-**Project logs are a record of all the small and large steps a project takes on its way to completion. It is usually in electronic form and shared with all project leaders. it helps a team to keep track of project tasks, which team member is responsible for the tasks, when deadlines and milestones are due and the status of tasks.

**What is the purpose of assessing a project plan after the project is completed?  
-**Assessing the project plan [potentially with annotations added] as they may serve as valuable lessons when undertaking the next project.

**List some criteria that could be used to assess/evaluate the project plan.  
-**The effectiveness of the way in which you have achieved your project plan [that being whether or not you have met the milestones and whether or not you have achieved the completion of project in timeframe allowed

**Managing files (Informatics, p 227)**

**Why does managing files become vital when managing a project? What about when creating a MMOS?  
-**Managing files safely and efficiently is a crucial skill when you are managing your project, especially when there are large quantities of valuable data on the computer, network or website.

**What is a file path?  
-**A file path is a list of the folders and subfolders that lead to a file.

**What is the role of folders/directories?  
-**Folders and directories make storage and retrieval quick and easy and intuitive.

**Distinguish between an absolute and a relative file path.  
-**An absolute file path describes the location of a file, starting at the root.

-A relative path describes the location of a file in relation to your current directory.

**Explain the term version control.  
-**Version control refers to adding version numbers to document names; which can be used to reduce the risk of the newer files being lost due to having old files saved over.

**What is the role of file management utilities?  
-**File management utilities streamline your file handing. There are many free and commercial types of utilities which are dedicated to this.

**Manipulating data (Informatics, p 231)**

**What manipulation of data will you need to undertake to create your MMOS?  
-**In the outcome, you need to manipulate multimodal data such as images, video, charts, text and audio effectively.

**What is the purpose of validation? Distinguish between manual and electronic validation.  
-**Validation checks that input data is reasonable. It does not and cannot check that inputs are accurate.

-Manual validation is where you check the data yourself; where as electronic validation is where the software does this for you.

**What are some validation techniques that you could use in your MMOS?  
-**Range checks ensure that data is within acceptable limits or comes from a list of acceptable values.

-Type checks ensure data is of the right type.

-Existence checks ensure that a value has been entered.

**With your chosen MMOS be aware of the requirements of the functions you need to be able to undertake.**